

Wednesday, October 16, 2002

**REPORTING OF THE RECORD TASK FORCE
BUSINESS MEETING**

**Administrative Office of the Courts
Northern/Central Regional Office
2880 Gateway Oaks Drive, Suite 300
Sacramento, CA 95833
Phone: 916-263-1400**

**Wednesday, October 16, 2002
1:00 p.m. to 5:30 p.m.**

**AGENDA
THIS AGENDA IS SUBJECT TO CHANGE**

(Items Not Completed on This Day Will Carry Over to the Next Day)

Tab	Time	Item	Action Required	Presenter/Facilitator
	1:00 – 1:15 p.m.	Opening Remarks	❖ None	Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	1:15 – 1:45 p.m.	Public Comment	❖ None	Presiding Justice James A. Ardaiz
1	1:45 – 1:55 p.m.	Recap of Accomplishments and Observations from Previous Meeting	❖ Discussion	Ms. Sharon Maher, Facilitator
2	1:55 – 2:05 p.m.	Second Draft Ground Rules	❖ Discussion and Approval of Second Draft of Ground Rules	Ms. Sharon Maher
3	2:05 – 2:20 p.m.	Draft Minutes	❖ Discussion and Approval of Draft June and August Meeting Minutes	Presiding Justice James A. Ardaiz

Wednesday, October 16, 2002

Tab	Time	Item	Action Required	Presenter/Facilitator
4	2:20 – 2:30 p.m.	Report Regarding Remarks Given at the California Official Court Reporters Association (COCRA) Meeting, September 28, 2002	❖ None	Presiding Justice James A. Ardaiz
	2:30 – 2:45 p.m.	Website Correspondence to the Task Force www.courtinfo.ca.gov/courtadmin/jc/advisorycommittees.htm	❖ Discussion and Review of Any Correspondence	Presiding Justice James A. Ardaiz
	2:45 – 3:00 p.m.	Public Statement by Ms. Arnella Sims, President, Los Angeles County Court Reporters Association	❖ Discussion Regarding Judicial Council Response and General Response Policy in Regard to Public Comment	Presiding Justice James A. Ardaiz
	3:00 – 3:15 p.m.	Break		
5	3:15 – 5:10 p.m.	Producers of the Record and Their Concerns	❖ Task Force Members to Complete Their Identification of the Producers of the Record and Each Group's Concerns	Ms. Sharon Maher
	5:10 – 5:15 p.m.	Dinner Arrangements and Shuttle Services	❖ None	Ms. Claudia Ortega, Lead Staff and Court Services Analyst
	5:15 – 5:30 p.m.	Other Business/Adjournment	❖ None	Presiding Justice James A. Ardaiz

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**Thursday, October 17, 2002
8:30 a.m. to 5:30 p.m.**

**AGENDA
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(Items Not Completed on this Day Will Carry Over to the Next Day)

Tab	Time	Item	Action Required	Presenter/Facilitator
	8:30 – 8:45 a.m.	Recap of the Previous Day's Discussion	❖ Discussion to Summarize the Previous Day's Discussion	Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	8:45 – 9:15 a.m.	Public Comment	❖ None	Presiding Justice James A. Ardaiz
1	9:15 – 10:45 a.m.	Producers of the Record and Their Concerns (Continued) Concerns of Users of the Record	❖ Task Force Members to Complete Identification of the Producers of the Record and Their Concerns; Review of Previously Identified User Concerns in Context of Producer Concerns	Ms. Sharon Maher, Facilitator

Thursday, October 17, 2002

Tab	Time	Item	Action Required	Presenter/Facilitator
	10:45 – 11:00 a.m.	Break		
	11:00 – 12:00 p.m.	Demonstration of Stenographic Reporting with Question and Answer Session	❖ Observe Demonstration and Clarify Any Questions	Presenter to Be Determined Ms. Sharon Maher
	12:00 – 12:45 p.m.	Catered Lunch		
	12:45 – 2:00 p.m.	Components of Record Production	❖ Task Force Members to Specifically Identify the Components of Record Production	Ms. Sharon Maher
	2:00 – 3:30 p.m.	Changes to Record Production	❖ Task Force Members to Identify Significant Changes in Record Production	Ms. Sharon Maher
	3:30 – 3:45 p.m.	Break		
	3:45 – 5:30 p.m.	What Drives Change in Record Production?	❖ Task Force Members to Identify Impetuses to Change	Ms. Sharon Maher
	5:30 p.m.	Adjournment	❖ None	Presiding Justice James A. Ardaiz

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**Friday, October 18, 2002
8:30 a.m. to 12:30 p.m.**

AGENDA

Tab	Time	Item	Action Required	Presenter/Facilitator
	8:30 – 8:45 a.m.	Recap of the Previous Day's Discussion	❖ Discussion to Summarize the Previous Day's Discussion	Presiding Justice James A. Ardaiz, Chair of the Reporting of the Record Task Force
	8:45 – 9:15 a.m.	Public Comment	❖ None	Presiding Justice James A. Ardaiz
	9:15 – 12:00 a.m.	Transcript Uniformity Break	❖ Task Force Members to Discuss the Concept of Transcript Uniformity	Ms. Sharon Maher, Facilitator
	12:00 – 12:30 p.m.	Accomplishments of the Task Force to Date and Future Course of Action	❖ Discussion	Presiding Justice James A. Ardaiz
	12:30 p.m.	Adjournment	❖ None	Presiding Justice James A. Ardaiz